

HUMAN RESOURCE DIVISION

To inform TRADOC QAO,
Center/Proponent School Title XI's,
and TASS BN Title XI soldiers of
administrative procedures for
personnel assigned to the program.



HUMAN RESOURCE DIVISION

- **MAJ ARNOLD** **CHIEF, HRD**
- **SFC MOORE** **NCOIC, HRD**
- **SSG JACKSON** **HUMAN RESOURCE
SPECIALIST**
- **SSG JOHNSON** **HUMAN RESOURCE
SPECIALIST**
- **SSG MURRAY** **HUMAN RESOURCE
SPECIALIST**



RECORDS UPDATE

- All enlisted record updates for DA Centralized promotions will be done online at:

http://www.erec.army.mil/hrc_default.htm

- Soldiers are no longer required to review and update records at Fort Monroe.
- Officers are still required to sign “board ORBs.” May be done either here at the Ft. Monroe MILPO or at your nearest MILPO
- DA photos will be done at the nearest Army Photo Lab



AWARDS (1 OF 2)

- Senior Center/Proponent Title XIs will QA/CA awards and ensure that awards are completed IAW AR 600-8-22.
- Ensure bullets are strong enough to support the desired award
- All Center/Proponent School and TASS BN Title XI awards will be processed at Fort Monroe through TASSD.
- The “packaged” DA Form 638 draft (LOM narrative and proposed citation attached as applicable) will be emailed to HRD for review/correction. HRD will return the reviewed/corrected award, via email.



AWARDS (2 OF 2)

- The recommender will print the award (military-flip style), sign, and mail the original hard copy to TASSD for processing. The approved DA Form 638/Certificate will be mailed to recommender or proponent for presentation.
- Suspense for the signed hard copy awards to TASS is 70 days prior to presentation date. All late awards will have a letter of lateness explaining in detail why award is late.



ENLISTED EVALUATIONS (1 OF 1)

- Rating chain will ensure NCOER is completed IAW AR 623-205.
- Excellent ratings need to be quantitatively justified in order to have any kind of impact/credibility with the board
- All Proponent School and TASS BN Title XI NCOERs will be processed through TASSD.
- A “packaged” **DA Form 2166-8** draft will be emailed to HRD for review/correction. HRD will return the reviewed/corrected NCOER, via email.
- The rater will print the evaluation (**military-flip style**), attain signatures, and mail original to TASSD for processing.
- If TASSD is in the rating chain, a final copy will be faxed back to the soldiers for his records.



ENLISTED EVALUATIONS (2 OF 2)

- The processed NCOER may be viewed and printed by the rated soldier on the his/her online OMPF approximately 10-14 working days after processing.
- Suspense: Draft NCOER – submit to TASSD NLT 15 days prior to report's end date (last day of the last month covered by the NCOER); Signed-original NCOER – submit to TASSD NLT 30 days after report's end date (last day of the last month covered by the NCOER).
- While raters/senior raters/reviewers are responsible for submission of evaluations, rated individual has the greatest interest in seeing his/her report finished correctly and submitted in a timely manner



IN/OUT PROCESSING (1 OF 2)

- **ALL** TXI personnel will report directly to their duty unit and contact the HRD upon arrival. Soldiers will fax a copy of their orders and leave form to (757)788-7254.
- Soldiers are authorized 10 days permissive TDY to settle his/her family
- New Title XI's will not travel TDY for any other purpose until they have completed in-processing at Fort Monroe.
- Newly arrived TXIs will travel TDY to Ft Monroe for 2-day in-processing/ 2-days for travel. Travel orders will be cut at the Proponent School.
- Center/Proponent TXIs will conduct orientation with TASS Bn TXIs as soon as possible—this is critical to preparing the soldier for work at the TASS Bn.



IN/OUT PROCESSING (2 OF 2)

- All Title XIs will travel to Ft Monroe to out-process. Coordination with HRD must be made prior to TDY travel.



SPONSORSHIP

HRD will notify Proponent School of in-bound soldiers . Proponent School Senior TXI will then assign a sponsor. The HRD will send welcome letters to all incoming soldiers with sponsor information, to ensure a positive reception of the soldiers and their family members.



LEAVES/PASSES (1 OF 3)

- TASS Bn TXI soldiers desiring to go on ordinary leave will complete their own DA Form 31 and route through their supervisor for recommendation and finally to the HRD for processing and approval.
- TASS Bn TXI soldiers will Fax DA 31s within 21 days of desired start date to HRD and Center/Proponent School Senior TXI. Write your fax # at the bottom margin of leave form.



LEAVES/PASSES (2 OF 3)

- All TXIs authorized permissive TDY in conjunction with PCS
- Retirement leave must be approved by the Fort Monroe Garrison CDR. This also applies to ordinary leave in excess of 30 days.
- OCONUS ordinary leave requests must have a copy of anti-terrorism certificate (on AKO) and be turned in at least 60 days before desired start date. DA Form 31 must be signed by the Fort Monroe Garrison CDR and takes longer to process. HRD will notify soldiers requiring a security briefing.



LEAVES/PASSES (3 OF 3)

- Proponent School and Center TXIs will follow the leave and pass policy established by the commander of their host installation. PCS and retirement leaves MUST be processed by the HRD, TASSD.
- TASS Bn TXI requests for emergency leave will be processed within six hours. Soldiers requesting emergency leave after duty hours will contact the PS Senior TXI who will in-turn contact HRD.



OFFICER/ENLISTED REQUISITIONS

- The HRD will closely monitor the requisition process.
- Requisitions will be submitted to DA at least 13 months prior to soldier's stabilization end date. May be earlier for officers, based on officer requisition cycle dictated by Officer Distribution Branch.
- Once the requisition is validated, it will be distributed to the appropriate branch and the incumbent Title XI will be placed on assignment instructions.



EXTENSION & STABILIZATION

- Requests for extensions/stabilizations must be done at least 13 months prior to incumbent's stabilization end date. Send supporting documents when appropriate.
- High School Senior Program: Send letter from the school along with 4187. This must be done ASAP. Do not wait until you come down on assignment.
- Once the requisition is validated, your branch will place you on assignment.



RETIREMENTS (1 OF 2)

- Request for retirements can be submitted 12 months prior to the requested retirement date.
- Regardless of what day that you reach 20 years of service, your retirement date will be the end of that month.
- Ensure that a DA Form 31 for Leave/PTDY is submitted along with your request for retirement.
- You are authorized 20 days of PTDY. OCONUS soldiers are authorized up to 30 days PTDY.



RETIREMENTS (2 of 2)

- All retiring Title XI's will send retirement request to HRD. Memo or 4187 will state soldier's choice of Transition Point based on his/her location and coordination will be made between Ft Monroe MILPO and Transition Point accordingly.



PROMOTION UPDATE

Attention: All Senior Enlisted Promotion Boards are automated.

- Titles XIs are no longer authorized to travel to Fort Monroe and view/update records for DA Promotion Boards.
- Promotion eligible Title XIs will go online to:
http://www.erec.army.mil/hrc_default.htm
and view his/her promotion file (OMPF, Promotion ERB, DA Photo).
- If correct, follow directions to validate ERB.
- If any information is incorrect, then print ERB, make pen changes, and fax ERB with supporting documentation to HRD.
- Within 48-72 hours review promotion file. Validate corrected ERB. If ERB cannot be corrected at installation level, then “validate with error” and give a brief explanation of error in appropriate remarks box.
- Validation is equivalent to a signing your ERB.



FINANCE (1 of 3)

- **ALL** TXI soldiers will obtain a PIN from My Pay. You will use this service to view and print your LES & Travel Vouchers. Thrift Savings Plan account can be updated here also.
- You may sign up or renew your PIN at <https://mypay.dfas.mil>.



FINANCE (2 of 3)

- TASS Bn TXIs will send all finance requests to the HRD, TASSD for processing.
- PS and Center TXIs will receive finance support at attached installations. Any pay issues which cannot be resolved locally will be brought to the HRD's attention.

FINANCE (3 of 3)

- Allotments: Original forms must be mailed with proper supporting documents to include Direct Deposit form if applicable to HRD. Allotments must be received by the 10th of the month in order for allotments to be effective on the first of the next month.

Email questions on general issues to:

Mrs. Corbett: shirell.corbett@eustis.army.mil



UNIFORM CODE of MILITARY JUSTICE (UCMJ)

- Tass Bn TXIs will be attached to the Reserve Component (RC) Brigade for Article 15 and exercise of Special and Summary Courts-Martial jurisdiction; the general administration of military justice, to include non-judicial punishment; and adverse administrative actions requiring action by an officer exercising Summary or Special Court- Martial convening authority.
- TASS Bn TXI will be attached to the US Army Combined Center, Fort Leavenworth, Kansas, for the purposes of General Court-Martial jurisdiction, including general or adverse administrative actions requiring action by an officer exercising General Court-Martial convening authority.



UNIFORM CODE of MILITARY JUSTICE (UCMJ)

Proponent School and Center TXIs

- Unit of attachment has UCMJ authority



QUESTIONS AND ANSWER

Questions?

